



**Voluntown  
Board of  
Education**  
P.O. Box 129  
195 Main Street  
Voluntown, CT 06384-1821  
860/376-9167  
Fax 860/376-3185

**RFP #2024-1 VOLUNTOWN BOARD OF EDUCATION – HVAC  
UPGRADES  
REQUEST FOR PROPOSALS:**

The Voluntown Board of Education is issuing this Request for Proposals for the construction to Upgrade the Hvac System in the Voluntown Elementary School Gymnasium.

**Bid Proposal Data:**

**RFP#:** BOE 2024-1

**Title:** “Voluntown Elementary School HVAC Gymnasium Upgrade Project RFP #2024-1”

**Issue Date:** January 24, 2024

**Bid Proposals Timeframe:**

**RFP Issued:** Wednesday, January 24, 2024

**Scheduled Site Visit:** Monday, February 12, 2024 - 10:00 a.m. – Convene at Voluntown Elementary 195 Main St Voluntown, CT 06384 in the Central Office.

**Questions Sent to:** Brian Kallio – Director of Maintenance and Facilities  
via email only: [bkallio@voluntownct.org](mailto:bkallio@voluntownct.org)

**Questions Due:** Week after site visit February 19, 2024, by 2:00 pm

**Answers Posted:** February 23, 2024

**RFP Responses Due:** Wednesday, February 28, 2024, at 12:00 PM.

**Responses Sent to:** Voluntown Board of Education

- Attn: Darlena Loranger (timestamp bids). **No late bids excepted**  
195 Main Street, PO Box 96  
Voluntown, CT 06384

**BID NUMBER: BOE 2024-1**

RFP OPENING DATE: February 26, 2024

RFP OPENING TIME: 12:00 PM

RFP OPENING PLACE: BOE Meeting Room in the Central Office

The Voluntown Board of Education is seeking bids from qualified contractors Upgrade the HVAC System in the school's gymnasium in the Voluntown Elementary, located at 195 Main Street, Voluntown, CT 06384.

For a firm to be considered for this engagement, one (1) original and two (2) copies of sealed proposals must be received in the Superintendent's Office of the Voluntown Board of Education, 195 Main St, Voluntown, CT 06384 by the date and time noted above. The Voluntown Board of Education will not accept submissions by e-mail or fax. The Voluntown Board of Education will reject proposals received after February 28, 2024 @ 12:00 PM.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.voluntown.gov](http://www.voluntown.gov), under "Legals & Bids". Each Bidder is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

The Voluntown Board of Education reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the Bidder that, in the Voluntown Board of Education judgment, will be in the Voluntown Elementary School's best interests.

The Voluntown Board of Education is an affirmative action/equal opportunity employer.



Adam S. Burrows

Superintendent of Schools

## **Introduction**

The Voluntown Board of Education is seeking bids from qualified contractors to install/upgrade HVAC in our Gymnasium for the Voluntown Elementary School, located at 195 Main Street, Voluntown, CT 06384.

## **Provide material labor to install 4 Rooftop units in the 7,700 square-foot VES gymnasium**

- Install 4 (5 ton) AC units
- Supply specified pump
- Electrical included
- Rigging included
- Steel (see separate line for price)
- Permit excluded
- Engineering for steel design

## **Scope of Services**

- Supply and Install 4 – five-ton rigging included (see schedule)
- Supply and Install 24-inch-tall Roof Curbs
- Supply and Install condensate piping as required
- Supply and install local controls (2 zones required 2 RTU units per zone)
- Supply and install all electrical
- Supply and install all gas piping (propane)
- Relocate all existing conduit to accommodate roof Curbs
- Supply and install all supplemental steel per Drawing

## **Statement of Clarification and Exclusion:**

- Saw-cut slab and Patch to Match is excluded.
- Any third-party testing and verification is excluded.
- Trenching and backfill is excluded.
- All roof repair work is excluded.
- Overtime/additional time caused by delays to other trades or schedule acceleration is excluded.
- In the event of significant delay or price increase of material occurring during the performance of the contract through no fault of the contractor, the contract sum, time of performance, or contract requirements shall be equitably adjusted by change order in accordance with the procedures of the documents. A change in price of an item of material shall be considered significant when the price of an item increases 5% percent between the date of this contract and the date of installation.
- Time and materials work will be labor hours and Trade Service column three (3) plus ten percent (10%) labor for foreman management time and five (5%) labor for supervision with project manager and office personnel processing.
- This Proposal is contingent upon a complete scope review between the authorized personnel and to ensure over-all project intent.

## **Commercial Clarification**

- Project billing will be monthly or as a project section unit is completed and payment is required no more than net thirty (30) days.
- Retention will not be held for this work
- This proposal is valid for a period of thirty (30) days.
- All State of Connecticut sales tax is excluded.
- Fees for required permits has been excluded.
- All work to be performed 7:00 am to 3:30 pm Monday through Friday, excluding holidays and overtime.
- Warranty: All work (labor & materials) is warranted for a period of two years from substantial completion.
- Schedule: on site and prepared to start the installation fifteen (15) days after receipt of a purchase order or notice to proceed.
- The contractor is responsible for providing dumpsters, if necessary, (excluding recyclables).
- The selected contractor shall comply with governing codes and regulations and utilize experienced personnel.
- The contractor shall always maintain a neat and orderly work area. The selected contractor shall be responsible for the cleanup and disposal of debris.
- Please note that all work is to conform to State of Connecticut adopted codes and shall be of the highest quality.
- The contractor will provide the names of personnel working on this project to the Voluntown Board of Education.

Bidders are responsible for all field measurements to verify all dimensions and material requirements.

The bidder must:

- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the Town.
- Provide the highest quality customer service to the Voluntown Board of Education, not limited to, but particularly in the areas of reliability and billing.
- The selected firm shall work with and cooperate with the Voluntown Board of Education in rendering services pursuant to this RFP. All Change orders must be approved by the Superintendent of Schools.

## **General Clarifications:**

### **QUALIFICATIONS**

Eligible Bidder will be those individuals, businesses and firms that meet the following qualifications:

- Bidder must have demonstrated experience and expertise regarding providing the types of or similar services as those outlined in the RFP.
- Bidder must have a proven track record in providing these types of services for similarly sized municipal governments or schools, preferably in Connecticut.

- Bidder must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- The Voluntown Board of Education will not award the proposal to any business that, or person who, is in arrears or in default to the Town regarding any tax, debt, contract, security or any other obligation.
- Bidder must be qualified and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with any/all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.

## **SCHEDULE**

**Construction to begin July 1, 2024, at the Voluntown Board of Education/Voluntown Elementary School on the agreed bid price and must be completed by August 9, 2024.**

Bidder understands that scheduling is of prime importance in this project and will be considered in the bid evaluation. Bidder acknowledges and agrees that it can and will perform the work in accordance with the schedule it proposes and has included all costs for overtime or shift work that may be required to complete the work as scheduled.

## **CONDITIONS**

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal:

1. The Bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Voluntown Board of Education may require the removal and replacement of any of the Bidder's personnel who do not perform adequately, regardless of whether they were previously approved by the Voluntown Board of Education.
2. All subcontractors hired by the Bidder awarded a contract or purchase order as a result of this RFP must have prior approval of the Voluntown Board of Education prior to and during the agreement period.
3. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the Bidder and the Voluntown Board of Education and will supersede all prior negotiations, representations, or agreements, alleged, or made, between the parties. The Voluntown Board of Education shall assume no liability for payment of services under the terms of the contract or purchase order until the successful Bidder is notified that the contract or purchase order has been accepted and approved by the Voluntown Board of Education. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the Bidder and signed by the Superintendent of Schools.

## **RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT**

The Voluntown Board of Education may, in its sole discretion, clarify, modify, amend, or terminate this RFP if the Voluntown Board of Education determines it is in the Voluntown Board of Education's best interest. The Voluntown Board of Education has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Addendum, if determined it is in the Voluntown Board of Education's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Voluntown Board of Education may terminate and re-post the RFP if determined it is in the Voluntown Board of Education's best interest. All such actions shall be affected by a posting on the Town's website, [www.voluntown.gov](http://www.voluntown.gov).

Each Bidder is responsible for checking the Voluntown Town's website to determine if the Voluntown Board of Education has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

If this RFP provides for a multi-year agreement, the Voluntown Board of Education also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Voluntown Board of Education shall have no obligation or liability to the successful Bidder for any unfunded year or years.

**KEY DATES**

RFP Advertised January 24, 2024

RFP Walk through Date: Monday, February 12, 2024, 10:00 am.

RFP Close date: Wednesday, February 28, 2024, at 12:00 pm.

Contract Execution Date TBD

## **PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals must set forth accurate and complete information for each of the items listed in Attachments A & B.

Your proposal should be submitted in a sealed envelope marked:

**“Voluntown Elementary School HVAC Gymnasium Upgrade Project RFP #2024-1”**

**Voluntown Board of Education, Attn: Darlena Loranger, 195 Main St, Voluntown, CT 06384 until but no later than 12:00 P.M., February 28, 2024. The Voluntown Board of Education will not accept submissions by e-mail or fax. Bidders are solely responsible for ensuring timely delivery. The Voluntown Board of Education will NOT accept late proposals.**

Proposal prices must be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten.

Proposals may be withdrawn personally or in writing provided that the Voluntown Board of Education receives the withdrawal prior to the time and date the proposals are scheduled to be opened.

Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give sufficient time to review the proposals, investigate the Bidders' qualifications, secure any required municipal approvals, and execute a binding contract with the successful Bidder.

## **QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFP are to be submitted in writing (including by e-mail) and directed only to:

Name: Brian Kallio

Position: Director of Maintenance & Facilities

Email: [bkallio@voluntownct.org](mailto:bkallio@voluntownct.org)

Bidders are prohibited from contacting any other Town employee, officer or official concerning this RFP. A Bidder's failure to comply with this requirement may result in disqualification.

The appropriate representative listed above must receive any questions from Bidders no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a Bidder's questions by e-mail. The Voluntown Board of Education will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Voluntown Board of Education will post any addenda on the Town's website, [www.voluntown.gov](http://www.voluntown.gov). Each Bidder is responsible for checking the website to determine if the Voluntown Board of Education has issued any addenda were issued and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

No oral statement, including oral statements by the representative listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no Bidder shall rely on any alleged oral statement.

## **ADDITIONAL INFORMATION**

The Voluntown Board of Education reserves the right, either before or after the opening of proposals, to ask any Bidder to clarify its proposal or to submit additional information that the Voluntown Board of Education in its sole discretion deems desirable.

## **FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act. Bidders are encouraged not to include in their proposals any information which is proprietary, a trade secret, or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

## **LEGAL STATUS**

If a Bidder is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Voluntown Board of Education may, in its sole discretion, request acceptable evidence of any Bidder's legal status.

## **PRESUMPTION OF BIDDER'S FULL KNOWLEDGE**

Each Bidder is responsible for having read and understood each document in this RFP and any addenda issued by the Voluntown Board of Education. A Bidder's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each Bidder is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each Bidder represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Voluntown Board of Education's objectives. If applicable, each Bidder shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

## **TAX EXEMPTIONS**

The Voluntown Board of Education is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

## **AWARD CRITERIA & SELECTION**

The Voluntown Board of Education reserves the right to correct, after Bidder verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.



The Voluntown Board of Education reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Voluntown Board of Education also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or Bidders, and to negotiate with one or more of the finalists regarding the terms of this engagement.

The Voluntown Board of Education will accept the proposal that, all things considered, the Voluntown Board of Education determines what is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a Bidder's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Voluntown Board of Education's interests, including compliance with the procedural requirements stated in this RFP.

### **Evaluation Criteria**

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the Bidder in understanding the Voluntown Board of Education requirements and expectations for this project and are not necessarily all inclusive or presented in order of importance.

- The background, experience, and strength of the Bidder in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed for other municipalities
- The Bidder's responsiveness and compliance with the RFP requirements and conditions to provide the services requested
- A review of references provided with the Proposal, and administration of prior contracts
- Competitiveness of proposed cost. The Voluntown Board of Education reserves the right to negotiate cost with the selected Bidder and may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Voluntown Board of Education reserves the right to arrange interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the Bidder does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Voluntown Board of Education, the Voluntown Board of Education may call any proposal security provided by the Bidder and may enter into discussions with another Bidder. The Voluntown Board of Education will post the Preliminary Notice of Award and related information on its website, [www.voluntown.gov](http://www.voluntown.gov), under "legals & bids."

The Contract Execution date in Key Dates is anticipated, not certain.

### **ATTACHMENTS**

The following attachments are included below and must be completed, as detailed within the RFP.

- A. Schedule
- B. Roof Framing Plan

## **INDEMNIFICATION**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Voluntown Board of Education and the State of Connecticut, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

## **INSURANCE REQUIREMENTS**

The selected vendor must maintain insurance that meets the Voluntown Board of Education's insurance requirements (listed below), to protect the Voluntown Board of Education from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance evidencing such insurance and policy endorsements with the Voluntown Board of Education, specifically naming the Voluntown Board of Education/Voluntown Elementary School and the State of Connecticut as additional insureds on a primary and non-contributory basis:

- Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- Professional Liability with limits not less than \$1,000,000.
- Umbrella Liability of not less than \$1,000,000.
- Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

TOWN OF VOLUNTOWN, CONNECTICUT

**“Voluntown Elementary School HVAC Gymnasium Upgrade Project RFP #2024-1”**

ATTACHMENT A: BID FORM

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

**Lump Sum to Construct Voluntown Elementary School HVAC Gymnasium Upgrade Project**

Amount \$ \_\_\_\_\_

**BIDDER CLARIFICATIONS AND EXCLUSIONS** (List below or write “attached” if listed on a separate sheet).

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail address

TOWN OF VOLUNTOWN, CONNECTICUT

“Voluntown Elementary School HVAC Gymnasium Upgrade Project RFP #2024-1”

ATTACHMENT B: Additional Information

BIDDER’S STATEMENT

Are you licensed (and registered in CT) to perform the services called out for in this RFP? \_\_\_\_\_

List of References:

1. Company: \_\_\_\_\_  
Contact Name and Phone: \_\_\_\_\_
2. Company: \_\_\_\_\_  
Contact Name and Phone: \_\_\_\_\_
3. Company: \_\_\_\_\_  
Contact Name and Phone: \_\_\_\_\_

ADDITIONAL INFORMATION

Bidder Information: Please provide the following information:

- Firm Name: \_\_\_\_\_
- Main office address: \_\_\_\_\_
- Primary Contact: \_\_\_\_\_
- How many years have you been engaged in services you provide under your present name? \_\_\_\_\_
- Have you ever failed to complete any work awarded to you? \_\_\_\_\_
- Have you ever defaulted on a contract? \_\_\_\_\_